

DOCUMENTS REQUIRED FOR PROCESSING CORRECTION OF ERRORS

RP-554 APPLICATION FOR CORRECTED TAX ROLL -

Two (2) Original copies must be filed. Submit all documentation with the Application.

- ☐ Completed Application Form (*Year stated on application should be year of bill*)
- ☐ Copy of Tax Bill
- ☐ Assessor Addendum

IF APPLICATION INVOLVES AN EXEMPTION CHANGE:

- ☐ Copy of the Exemption Application showing date received and original date approved.

IF APPLICATION INVOLVES A VALUATION CHANGE:

- ☐ Submit documentation showing error (e.g. Property Record Card, Valuation Record, etc.)

RP-556 APPLICATION FOR REFUND -

Two (2) Original copies must be filed. Submit all documentation with the Application.

- ☐ Completed Application Form (*Year(s) stated on application should be year of bill*)
- ☐ Copy of “**PAID**” Tax Bill
- ☐ Assessor Addendum

IF APPLICATION INVOLVES AN EXEMPTION CHANGE:

- ☐ Copy of the Exemption Application showing date received and original date approved.

IF APPLICATION INVOLVES A VALUATION CHANGE:

- ☐ Submit documentation showing error (e.g. Property Record Card, Valuation Record, etc.)

Upon Receipt of a properly filed application with documentation, the Director will complete an “Estimate of Corrected Tax” and the required “County Director’s Report”.

PLEASE NOTE: INCOMPLETE OR UNDOCUMENTED APPLICATIONS WILL BE RETURNED.

ASSESSORS:

FOR SCHOOL BILLS - *If the correction involves a change that will affect the following County/Town bill, please submit a timely RP-553 form to the Board of Assessment Review.*

FOR VALUATION CHANGES – *Remember to add these changes to the RP-6610 “Part 7 – Assessor’s Report” Form. Completed forms should be sent to the State Department of Taxation and Finance, Office of Real Property Services to keep your Assessors Report balanced. In addition, the Real Property Office needs a copy for our files.*